


Ministry of Education and Science of Ukraine  
V. N. Karazin Kharkiv National University

Methodical recommendations for independent work of students  
on academic discipline  
"Full time Translation practice (educational)"

level of higher education	second (Master)
field of knowledge	29 International economic relations
speciality	292 International economic relations
academic program	"International economic relations"
type of discipline	obligatory
faculty	International Economic Relations and Tourism Business

Approved at the meeting of the Language Training Department  
Minutes of August, 28, 2023, № 11  
Acting Head of the Department  
 Natalya USHAKOVA

Methodical recommendations were approved by the scientific and methodological  
commission of the International Education Institute for Study and Research

Minutes of August, 31, 2023, № 8  
Head of the Scientific and Methodological Commission  
of the International Education Institute for Study and Research

 Oksana TROSTYNSKA

**Kharkiv-2023**

## **General regulations regarding the organization of students' independent work**

Independent work of students is the main means of mastering educational material in the time free from compulsory academic disciplines and is regulated by the "Regulations on the Organization of the Educational Process at Kharkiv National University named after V.N. Karazin". The university should provide students with professional training at the level of the best universities in the world, the formation of the necessary professional and general competencies, in particular: the ability to study independently and think critically.

Independent work of the 1st year students of the second (master's) level in the academic discipline "Full time translation practice (educational) " involves studying the educational material and performing specific tasks, working with dictionaries including electronic ones, monitoring the completed work.

Full-time translation practice involves the continuity and sequence of its implementation in order to obtain the necessary amount of practical professional knowledge and skills in accordance with educational standards.

The study time given for independent work of a student according to the discipline "Full time translation practice (educational)" of the full-time form of education is regulated by the curriculum and the work is 150 hours. The content of independent work is determined by the work program of the educational discipline, methodical materials, tasks and instructions of the head of practice.

Control of mastering the learning material of the discipline assigned to independent work is mandatory. The form of control of translation practice is the assessment which is determined by the work program of the academic discipline.

### **Content and organization of independent work of students on the academic discipline "Full time translation practice (educational)"**

According to the curriculum the total volume of the academic discipline for full-time students is 5 credits. The amount of independent work is 150 hours. Classroom classes are not provided. Translation practice in the 1st year of the second (master's) level of study (full-time study) takes place without interruption from the educational process on the basis of

practice - at V.N. Karazin Kharkiv National University the Department of Language Training of the Institute of International Education for Study and Research

### Distribution of hours for independent work

<b>Semester1</b>	
Section 1.	Number of hours
Topic 1. Practical translation of the methodically modulated text of the foreign economic contract of purchase and sale and the text of the contract for the provision of services, equivalent translation from the native language of the master's degree student into Ukrainian the texts of contracts between firms or other organizations participating in foreign economic relations and firms or other organizations of the country of the trainee, followed by discussion of translations with the head of practice.	105
Section 2.	
Topic 2. Development of translation competences in creating a glossary for translation of foreign economic contracts from the native language of the trainee master student into Ukrainian. Practice of translation from the student's native language into Ukrainian to create a glossary for the translation of foreign economic contracts by sections: contract negotiations, contract correspondence, contract signing, contract terms, proposal, draft contract, etc., followed by discussion of the translations with the head of practice.	45
<b>Total number</b>	<b>150</b>

### Tasks for independent work

<b>Semester1</b>			
№	Content of independent work	Number of hours	Form of control
Topic 1.	Practical translation of the names of countries that maintain foreign economic relations with the country of the trainee master student.	15	Current and thematic control during consultations with the head of the practice

	Practical translation of the names of firms, corporations, enterprises, and other organizations that carry out foreign economic activity with the country of the trainee master student.	5	
	Practical translation of the names of positions and officials entitled to conclude foreign economic contracts.	15	
	Practical written translation of numerals (dates, units of measurement, etc.).	15	
	Practice of translation of contract clauses: lexical and grammatical means of written translation of contract clauses "Supply", "Terms of payment", "Transportation".	15	
	Practice of translation of contract clauses: lexical and grammatical means of written translation of contract clauses: "Claims", "Insurance", "Arbitration".	15	
	Practice of translation of contract clauses: lexical and grammatical means of written translation of contract clauses "Force Majeure" and "Legal address and bank details of the parties".	15	
Tema 2.	. Practical translation of the components of the lexical paradigm "Contract": "Types of contract", "Execution of contract", "Breach of contract".	15	Current and thematic control during consultations with the head of the practice

	Practical translation of the components of the lexical paradigm "Contract": "Contract negotiations", "Signing the contract".	15	
	Practical translation of the components of the lexical paradigm "Contract": "Stable verb-noun phrases with the word "contract".	15	
<b>Total for semester</b>		150	

### **Recommendations for completing tasks**

During the internship, the master's student receives the task of translating methodically modulated texts of foreign economic sales contracts and contracts for the provision of various types of services into Ukrainian and compiling a translation glossary of professional terms (at least 50 units) on the subject of the texts of the documents to be translated.

Accomplishment of the task is achieved through the systematic practical use of previously acquired knowledge of the basic provisions of a practical foreign language course and through the development of translation competence based on theoretical knowledge of translation theory, skills and abilities from various types of practical informative translation of official and business texts of a professional orientation: foreign economic sales contracts and contracts for the provision of services.

The intern independently performs practice tasks and consults with the supervisor (if necessary during consultations according to the schedule). During the work in the semester, a joint discussion of specialized terms, personal and geographical names found in the general text of the translation using the Zoom or Google Class platforms is held for individual fragments. During the semester, the master's student discusses with the head of practice all the discussion points of his translation work, including in the form of text on the screen.

The defense of practice is conducted in the form of an oral conversation according to the translation glossary of professional terms given in the report. The report is defended by the student in the form established by the department and is evaluated on a two-level evaluation scale (in accordance with the order on the practice).

Evaluation of practice results takes place in accordance with the principles and criteria provided by the work program of practice.

### **Requirements for students**

During independent work students should learn to work with dictionaries, use Internet resources of general educational and special professional purpose, designed in the form of electronic libraries, dictionaries; to work with textbooks and manuals on theoretical and practical aspects of analysis and translation of official-business style texts, compiled by domestic and foreign authors, to use information and communication technologies.

### **Preparation of the report on translation practice**

The student's reporting form for practice is the submission of a report signed and evaluated by the supervisor. The report is formed and revised during the semester. The final report (paper and electronic) is submitted ten days before the defense for review by the Google Class leader or by e-mail. The head of practice reviews the submitted material and recommends it for defense with a preliminary assessment.

### **Content of the report on Full time translation practice (educational)**

Documents with the results of the translation practice are prepared as a word file and renamed after the group code and the trainee's surname (YO\_51\_Маммедов.docx).

### **The order of documents in the translation practice report:**

1. Internship diary (Appendix 1)
2. Cover page of the report (Appendix 2)
3. Table of contents (Appendix 3)
4. Written report on the work performed (Appendix 4)
5. Original text documents.
6. Translation of text documents.
7. Glossary of terms (Appendix 5).

## **Requirements for the content part:**

the practice diary is placed first. It prints:  
a list of practice tasks and their implementation;  
performance report - up to 1 page;  
original documents in the trainee's native language;  
translation of documents into Ukrainian;  
translation glossary.

### **Recommendations for drawing up an trainee's report on the work performed**

A written report on the work done during translation practice is submitted in any form.

It should contain the following information:

- Place and terms of practice.
- List of sources with which the trainee got acquainted during the internship.
- List of translated texts.
- Total amount of translated material, self-assessment of the quality of the translation.
- Interaction with the head of the practice (regularity of consultations, effectiveness of the results of joint problems solving).
- General evaluation of practice results.

### **Preparing of report**

The report is printed in Times New Roman font, point 14, spacing 1.5. Page parameters: top and bottom margins – 20 mm, left – 25 mm, right – 15 mm, indentation of the first line of the paragraph – 15 mm.

Pages must be numbered in the upper right corner The title page and the table of contents are not numbered.

Headings should be printed in larger letters (pin 16). It is not possible to underline headings and move words into them.

Chapters are numbered with Arabic numerals.

### **Defence of practice reports and evaluation criteria**

## **Procedure for defence and practice reports**

The department conducts a defence of the results of the internship.

The translation practice is graded by the supervisor of the practice, if available

- correctly designed and edited version of the full written translation of the texts in the state language;

- a correctly compiled glossary on the subject of the texts to be translated;

- a report on the work done;

- completed on all pages of the practitioner's diary.

The grade obtained at the end of the defense is posted in the credit book and the dean's report..

Practice debt is generally treated as academic debt.

A student who did not pass the practice or received an unsatisfactory grade repeats the practice in the time free from classes.

After completion of the protection procedure all electronic documents are stored at the department for 3 years.

## **Recommended literature**

### **Main literature**

1. Baker M. In Other Words: a coursebook on translation / Mona Baker. L.; N.Y.: Routledge, 1992. 304 p.
2. Miram G. Basic Translation Theory. Kiev: Elga, Nika-Center, 2002
3. Newmark P. A Textbook on Translation / Peter Newmark. L.; N.Y.: Prentice Hall, 1988. 292 p.
4. Olikova, M. Theory and practice of Translation. Lutsk: Volyn State University, 2000.

### **Supplementary literature**



1. Iser W. The Act of Reading: A Theory of Aesthetic Response / W. Iser. The Johns Hopkins University Press, 1980. 244 p.

### **Online sources**

1. [https://www.april.com.ua/ua/dict.html#anchor\\_dr](https://www.april.com.ua/ua/dict.html#anchor_dr)

V. N. Karazin Kharkiv National University  
The Institute of International Education for Study and Research  
Department of Language Training  
DIARY OF TRANSLATION PRACTICE

**of a higher education student** \_\_\_\_\_

**(surname, name, patronymic)**

**level of higher education: second (master's)**

**speciality: 292 "International Economic Relations"**

**course 1,**

**group \_\_\_(group code)**

**Grade:**

**on the national scale** \_\_\_\_\_

**number of points** \_\_\_\_\_

**date of practice defence " \_\_ " \_\_\_\_\_ 2023**

**Head of practice** \_\_\_\_\_

Types of work performed  
(fill in according to the programme and report)

№	Title of the work	Number of hours	The mark of the of the head on execution
1.	.Practical translation of the names of countries that maintain foreign economic relations with the country of the trainee	15	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.	Practical translation of the components of the lexical paradigm "Contract": "Stable verb-noun phrases with the word "contract".	15	

\_\_\_\_\_

(signature of the head of practice)

\_\_\_\_\_

(surname, name, patronymic of the head of practice)

V. N. Karazin Kharkiv National University  
The Institute of International Education for Study and Research  
Department of Language Training

**REPORT**  
**on Full time translation practiceon**

**of a higher education student** \_\_\_\_\_

**(surname, name, patronymic)**

**level of higher education: second (master's)**

**speciality: 292 "International Economic Relations"**

**course 1, group \_\_\_\_ (group code)**

**Head of practice** \_\_\_\_\_

**Date of defence of the practice report " \_\_\_\_ " \_\_\_\_\_ 2023 p.**

**number of points** \_\_\_\_\_

\_\_\_\_\_  
(signature of the head of practice)

\_\_\_\_\_  
(surname, name, patronymic of the head of practice)

**Kharkiv 2023**

Appendix 3

## TABLE OF CONTENTS

1. Progress report .....
2. Original text of the purchase and sale contract .....
3. Translation of the text of the sales contract .....
4. Original text of the service contract .....
5. Translation of the service contract .....
4. Glossary of terms .....

## **An example of a report.**

Report  
on the completion of translation practice (training) on the job  
for a 1st year student of higher education  
of the second (master's) level of higher education  
group UO-51, speciality 292 "International Economic Relations"

I, \_\_\_\_\_, did my translation practice from \_\_\_\_\_ to \_\_\_\_\_ at the Department of Language Training of the Educational and Research Institute of International Education of V. N. Karazin Kharkiv National University. During the internship, I deepened and consolidated my theoretical knowledge, improved my professional skills and translation abilities based on the knowledge I had gained and applied them in my practical work. I performed all types of work independently, in compliance with the principles of academic integrity. During my internship I translated from \_\_\_\_\_ into Ukrainian and from Ukrainian into \_\_\_\_\_ the components of the lexical paradigm "Contract" and the articles of the contract, as well as translated the text of a foreign economic sales, contract and a service contract. In the course of the translation process I carried out lexical, grammatical and lexico-grammatical translation transformations, selected adequate lexical variants, translated special terms, performed a component analysis of the contract text structure, and translated attribute chains. Based on the results of the translation practice a glossary containing the vocabulary of the Contract lexical paradigm was compiled.

If I had any difficulties in the translation process, I asked my practice supervisor for help. I found additional information in online sources, so I had virtually no difficulties while working on translations.

Overall, the translation internship was a success.

The author of the report \_\_\_\_\_

Example of glossary design  
(compiled in alphabetical order)

**GLOSSARY**

	<b>Term in the native language</b>	<b>Translation of the term into English</b>
1.	Bank hesabı	Bank account
2.	Satış müqaviləsi	Purchase and sale contract
3.		
...		
50.		

## Results of translation practice

№	Criteria	Max.points	Points received
1.	Translation	60	
2.	Glossary	20	
3.	Forming the document	10	
4.	Term of submission and defence	10	
	<b>Total points</b>	<b>100</b>	



**SAMPLE of  
CONTRACT OF SALE**

NO. UA 27957994527

ELMIR (Kharkiv, Ukraine), hereinafter referred to as the "Seller", represented by Mr Sergiy Pidlubko, Marketing Director, acting on the basis of the Letter of Assignment,

ALI NATIONAL COMPUTERS OOO (Tashkent, Uzbekistan), hereinafter referred to as the "Buyer", represented by Ms. \_\_\_\_\_, Export Order Manager, acting on the basis of the Charter, on the other hand,

hereinafter referred to as the "Parties", have entered into this Contract as follows:

**Terms used in the Contract**

Goods - computer components specified in Annex 1.

1. Subject of the Contract.

1.1. The Seller undertakes to transfer the Goods to the Buyer's ownership, and the Buyer undertakes to accept and pay for the Goods.

1.2. The Seller grants the Buyer the right to sell the Goods in the territory of Uzbekistan, which is exclusive and non-transferable.

1.3. The Buyer sells the Goods as an independent merchant. He sells the Goods on his own behalf and at his own expense and from his own stock.

2. Obligations of the Parties

2.1 The Seller sells the Goods to the Buyer in the quantities, at the price and on the terms agreed in the Annexes, which are an integral part of this Contract.

2.2. The Seller shall provide the Buyer with all necessary technical documentation for the storage, handling, use and advertising of the Goods in Ukrainian.

2.3. The Buyer shall take all necessary measures to sell the Goods in the region.

2.4. The Buyer shall be fully liable and pay the applicable taxes, excise duties, import duties and other fees, as well as those introduced in the future, which are imposed, charged, collected in the Region or its part and applied to the Buyer's activities in transactions with the Goods.

2.5. The Buyer shall ensure that the appropriate licence and other necessary permits for the import of goods into the Region are obtained.

3. Prices and quantities.

3.1. The Buyer shall purchase the Goods in the quantities, at the prices and on the terms and conditions set forth in the Appendices to this Contract.

3.2. The prices for the Goods are set in US dollars, the price per unit of goods, including the cost of packaging, labelling, instructions for use in Ukrainian and do not include VAT.

4. Terms of shipment and acceptance of the Goods. Quality.

4.1 The base of delivery of the Goods is ELMIR, Kharkiv, Ukraine.

Warehouse addresses:

a) ELMIR at 6/21 Korolenko St., Kharkiv, Kharkiv region, 61000, Ukraine

and/or

b) ALI NATIONAL COMPUTERS OOO at the address: 1A Labzak Street, Shaikhantakhur District, Tashkent, 100011, Uzbekistan.

4.2 The terms and address of delivery of the Goods are specified in the Annexes to this Contract.

4.3. The Goods shall be considered as shipped by the Seller and accepted by the Buyer:

a) if the net weight and/or number of packages correspond to the net weight and/or number of packages specified in the delivery note;

b) if the quality corresponds to the quality specified in the quality certificate (or standard certificate of analysis).

4.4. The Buyer undertakes to check the Goods for compliance with the criteria specified in sub-clauses. 4.3.a).

4.5. The Goods must be included in the "List of Consumer Goods" permitted for use in Uzbekistan in 2021" and/or the Annex thereto.

4.6. The quality of the Goods is certified by a quality certificate (or a standard certificate of analysis) issued by the Manufacturer. The packaging of the Goods is not ozone-depleting.

4.7. Any claim regarding the quantity or quality of the delivered Goods must be submitted to the Seller within 15 days from the date of receipt of the Goods. Otherwise, the delivered Goods shall be deemed to be defect-free. The Buyer waives its rights referred to in Article 6 if such notice is not provided to the Seller within the specified period of time.

5. Force Majeure.

5.1. The Parties shall be released from liability for partial or complete failure to fulfil their obligations under this Contract if it is the result of force majeure, namely circumstances beyond the control of the respective party, including floods, earthquakes or other natural disasters, embargoes, wars, decisions of the Government or Administrative authorities and other actions that prevent the Parties from properly fulfilling their obligations under this Contract.

5.2. The affected Party shall notify the other Party in writing of the occurrence and termination of the above circumstances. The notification shall be confirmed by the Chamber of Commerce of the country where the force majeure event occurred.

5.3. If these circumstances last for more than 2 months, the parties shall meet to reach a compromise solution.

6. Responsibility of the parties.

6.1. If the delivery is defective and the Buyer has duly notified the Seller in accordance with clause 4.7, the Buyer has legal rights in such cases:

a) in case of insufficient delivery, the Seller shall deliver the insufficient quantity within the appropriate time limit;

b) in the event of defective delivery, the Seller shall have the right, at its option, either to remedy the defect or to deliver good goods to the Buyer.

The Seller is entitled to a single performance only. The Buyer may withdraw from the contract or demand a reduction in the sale price.

In addition, the Seller does not give any warranty, especially for the ability to sell the Goods.

The Seller's liability is limited to the sale price of the Goods. In no event shall the Seller be liable for profits and indirect or consequential damages.

6.2. All services provided by the Seller are intended to be used by experienced persons acting at their own risk. The Buyer waives all claims against the Seller for results or losses arising from such instructions, recommendations and other services.

6.3. In case of violation of the delivery or payment terms, the Parties shall pay a penalty in the amount of 0.1% of the overdue amount for each day of delay, but not more than 8%.

6.4. If the Seller has not delivered the Goods to the Buyer within 45 days from the date of receipt of the prepayment to the Seller's bank account, the Seller undertakes to return the received funds to the Buyer's bank account within 60 banking days from the date of their receipt. In the event of a refund, the Seller shall be released from its obligation to deliver the Goods.

#### 7. Arbitration.

7.1. The Parties will take all measures to resolve all disputes and disagreements that may arise out of or in connection with this agreement through negotiations.

7.2. If the Parties are unable to reach an agreement, all disputes and disagreements shall be referred to the International Commercial Arbitration Court of the Ukrainian Chamber of Commerce and Industry in accordance with the rules of the International Commercial Arbitration Court. Ukrainian substantive law shall apply. The arbitration will be conducted in Ukrainian by one arbitrator, based on the Uzbek text of this Contract.

7.3. The award of the Arbitral Tribunal shall be final and binding on both parties to the Contract.

7.4. The place of arbitration shall be the city of Kyiv. Kyiv.

The language of the arbitration shall be Ukrainian.

#### 8. Other terms and conditions.

8.1. The Contract shall enter into force upon signature by both Parties and shall be valid until 31.12.2021 for deliveries and until the Parties have fully fulfilled their obligations for payments.

8.2. All additions and amendments to this Contract shall be valid only if they are made in writing and signed by the authorised representatives of both Parties.

8.3. After signing this contract, all previous negotiations and correspondence regarding it shall be deemed invalid.

8.4. In case the Seller delivers the Goods to the Buyer with deferred payment terms, the latter agrees to assist the Seller in obtaining information about the Buyer's creditworthiness. In this case, the Contract shall enter into force only after the Seller's credit department has verified the Buyer's creditworthiness.

8.5. This Contract is made in two copies in Uzbek and Ukrainian languages, respectively, one copy for each Party. Fax copies of the Contract and its annexes shall be deemed valid.

Details of the Parties

SELLER

ELMIR

6/21 Korolenko str., Kharkiv, Kharkiv region,  
61000, Ukraine

BUYER

ALI NATIONAL COMPUTERS OOO

Labzak str. 1A, Shaikhantakhur district, Tashkent,  
100011, Uzbekistan

SIGNATURE

PRINT

## **SAMPLE of SERVICE CONTRACT**

m. Kharkiv " " \_\_\_\_\_ 2023 p.

\_\_\_\_\_  
(name of the organisation or full name) acting on the basis of the power of attorney, here in after referred to as the "Customer", and Sotis LLC, (company name or full name)

acting on the basis of the Charter,

(Charter, regulations, power of attorney)

hereinafter referred to as the "Contractor", have entered into this agreement as follows.

### 1. Subject of the Agreement

1.1. Under the service agreement, the Contractor undertakes to provide the services specified in clause

1.2 hereof, and the Customer undertakes to pay for the ordered services.

1.2. The Contractor undertakes to provide the following services:

Washing machine repair,

hereinafter referred to as the "Services".

1.3. The term of work is from " " September 2023 to " " October 2023. The Contractor has the right to complete the work ahead of schedule.

1.4. The Services shall be deemed rendered upon signing of the Services acceptance certificate by the Customer or its authorised representative.

### 2. Rights and obligations of the parties.

2.1. The Contractor shall:

2.1.1. Provide the Services of proper quality.

2.1.2. Provide the Services in full and within the period specified in Clause 1.3 hereof.

2.1.3. At the request of the Customer, correct all identified deficiencies free of charge within 10 days.

2.1.4. The Contractor shall perform the work personally.

2.2. The Customer is obliged to:

2.2.1. The Customer is obliged to pay for the work at the price specified in clause 3 of this Agreement within 3 days from the date of signing the acceptance certificate for the Services.

2.3. The Customer has the right to:

2.3.1. At any time to check the progress and quality of the work performed by the Contractor without interfering with its activities.

2.3.2. To withdraw from the Agreement at any time before signing the act by paying the Contractor a part of the established price in proportion to the part of the Services provided before receiving the notice of the Customer's withdrawal from the Agreement.

### 3. Contract price and payment procedure

3.1 The price of this Agreement shall consist of the remuneration to the Contractor in the amount of \_\_\_2000\_\_\_ (two thousand) UAH and the amount of the Contractor's expenses in the amount of \_1000\_(one thousand) UAH.

3.2. The price of this Agreement is: 3000 (three thousand) UAH.

3.3. Payment of the contract price by the Customer to the Contractor shall be made by transferring funds to the current account of the Contractor specified in this Agreement.

#### 4. Responsibility of the Parties

4.1 For violation of the term of provision of the Services specified in clause 1.3 hereof, the Contractor shall pay the Customer a fine of 0.1% of the contract amount and a penalty at the rate of 0.1% of the contract amount for each day of delay.

4.2. Measures of liability of the parties not provided for in this Agreement shall be applied in accordance with the civil law in force in Ukraine.

4.3. Payment of the penalty shall not relieve the Contractor from fulfilling its obligations or eliminating violations.

#### 5. Dispute Resolution Procedure.

5.1. Disputes and disagreements that may arise during the performance of this Agreement will be resolved through negotiations between the parties, if possible.

5.2.If it is impossible to resolve disputes through negotiations, the parties shall submit them to court after the implementation of the procedure for pre-trial settlement of disputes provided for by law.

#### 6. Final provisions.

6.1. Any amendments to this Agreement shall be valid only if made in writing and signed by the authorised representatives of the parties. Appendices to this Agreement shall constitute its integral part.

6.2 This Agreement is drawn up in two counterparts in the Ukrainian and Uzbek languages. Both copies are identical and have equal force. Each party shall have one copy of this Agreement.

Addresses, details and signatures of the parties.

Customer Contractor:

Sagdiyeva I.A. Sotis LLC

19, Hamid Olimjan str. 25,

Yaroslav the Wise str,

Jizzakh, 130100, Uzbekistan city. Kharkiv - 61002